



**FREMONT PLANNING BOARD**  
**October 23, 2013**  
**Meeting Minutes**

Present: Vice-Chairman John (Jack) Karcz, Members John (Jack) Downing and Andrew Kohlhofer, Alt. Phillip Coombs, Building Official Bob Meade, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Karcz opened the meeting at 7:00 pm.

At the August 7, 2013 meeting Mr. Barham designated Alt. Coombs to fill a vacancy on the Board until the Board of Selectmen fills the vacancy, as allowed by RSA 673:12, III. This designation remains in effect.

**MINUTES**

Mr. Downing made the motion to approve the minutes of the October 2, 2013 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote except for Mr. Kohlhofer who abstained as he was not present at that meeting.

**BEEDE SPAULDING, LLC,**

Map 3 Lot 56

The Board received a copy of an October 4, 2013 invoice #729160 in the amount of \$2,155.48 for Spaulding Road construction monitoring and an October 11, 2013 correspondence from Town Administrator Heidi Carlson to Treasurer Kimberly Dunbar relative to withdrawal of \$2,155.48 from the Beede Spaulding escrow account to cover the invoice.

**JACOB'S COVE**

Map 1 Lot 098-1

The Board received a copy of an October 4, 2013 invoice #729155 in the amount of \$122 for Jacob's Cove construction monitoring and an October 11, 2013 correspondence from Town Administrator Heidi Carlson to Treasurer Kimberly Dunbar relative to withdrawal of \$122 from the Donigian escrow account to cover the invoice.

**SEACOAST UNITED SOCCER CLUB**

Map 6 Lot 020-001

Mrs. Bolduc reported that she contacted Chris Albert for an update on the status of the additional plantings and drawing of an amended Conservation Easement Deed relative to SUSC.

Buffer tree plantings:

The Board received via e-mail, an October 8, 2013 letter and a photo log from Chris Albert representing SUSC relative to the tree plantings that took place on September 9, 2013. Mr. Albert said the plantings were done according to the August 5, 2013 revised plantings restoration plan. Mrs. Bolduc reported that she has asked Mr. Albert for a plan that shows exactly where the trees have been planted for the Board to use when they visit the site which he has agreed to provide.

Mr. Albert reported that tree removal and plantings along field 4 in Epping had not taken place as of the date of his letter.

Conservation Easement Deed Amendment:

As per the August 7, 2013 Planning Board decision the Conservation Deed Restriction would be amended to include:

- a. Language that protects the natural buffer long term. These amendments will be drafted by the SUSC attorneys and agreed by the Town. All cost relative to completion and recording of the amendments will be the responsibility of SUSC.
- b. Amendment (1) will state that the natural buffer is to be maintained.
- c. Amendment (2) will state that the Town must be fully consulted and approve any future forestry management activities involving the cutting of trees.

The Board received via e-mail, an October 8, 2013 letter including a draft agreement between SUSC and the Town for buffer and conservation easement protection drawn by the SUSC attorney. Mrs. Bolduc explained that this document was sent to the Town Attorney Diane Gorrow for her review along with a copy of the August 7, 2013 Planning Board minutes showing a, b, & c above.

The Board subsequently received an October 17, 2013 correspondence from Attorney Garrow advising that the draft Conservation Restriction Deed document amendment prepared by SUSC did not amend the Conservation Restriction Deed as intended and required, but was a separate agreement. Attorney Garrow submitted a re-draft of the document that is meant to be an amendment which the Board reviewed and approved. Mrs. Bolduc stated that this re-draft has been sent to SUSC for their review and comment and the Conservation Commission will review it at their November 6, 2013 meeting.

MASTER PLAN

The Board received from RPC an agreement for planning assistance to complete amendments to the **Energy** and **Growth Control** chapters of the Master Plan. This is a matching grant contract in which the Town will contribute \$1,815 and the RPC will match this contribution. There is also a fee of \$585 required for services associated with commission services that cannot be matched so the amount the Town will be responsible for is \$2,400 total. (see table below)

Task	Fremont's Costs	RPC Targeted Block Grant Match Amount	Total Task Cost
Energy and Growth Control Chapter Updates	\$1815	\$1815	\$3630
Additional Planning Assistance	\$585	\$0	\$585
<b>Total Cost</b>	<b>\$2400</b>	<b>\$1815</b>	<b>\$4215</b>

After some discussion Mr. Kohlhofer made the motion to authorize payment of \$2,400 from the Matching Grants line (4191750) of the current P/Z budget to RPC to complete amendments to the Energy and Growth Control chapters of the Fremont Master Plan. Motion seconded by Mr. Downing with unanimous favorable vote.

**REGULATION AMENDMENTS PUBLIC HEARING**

At 7:30 pm Mr. Karcz opened this Public Hearing and read the notice as follows:

*In accordance with NH RSA 675:6 and 675:7, you are hereby notified that the Fremont Planning Board will hold a Public Hearing on Wednesday October 23, 2013 at 7:00 p.m. in the downstairs Land Use Meeting Room of the Fremont Town Hall to address the following.*

- *Subdivision Regulations*  
*Article 2 Sections 7, 10 – Amendments*  
*Article 3 Sections 10.03, 10.06, 10.06-B – Amendments*  
*Article 4 Sections 4 & 6 – New*
  - *Subdivision Development Agreement*
  - *Site Plan Review Regulations*  
*Chapter 1: Articles 1.15-L & 1.15-M - Amendments*  
*Articles 1.8-2, 1.15-N, 1.22 & 1.24 – New*
  - *Site Plan Review Development Agreement*
  - *Vision Chapter of the Master Plan – Amendment*
- The public is invited to attend.*

The Board reviewed and discussed the following regulation amendments.

**SUBDIVISION REGULATIONS**

**ADD TEXT IN RED**

**PB CHANGES OF SEPT 4 IN BLUE**

**ARTICLE 2 SECTION 7. NOTICE OF DECISION.**

Meets the requirements of ~~as required by~~ NHRSA 676:3. ~~within 5 business days of the meeting the Town shall issue a Notice of Decision which states the final decision reached by the Board regarding the application.~~—In the case of a conditional approval, the Notice of Decision shall state all conditions to be met for final approval **and that the required Development Agreement has been executed.** Upon fulfillment of the stated conditions the Board shall issue a new Notice of Decision stating that all conditions have been satisfied, and shall sign and record the plats if applicable. In the case of a denial, the Notice of Decision shall state the reasons for denial as required by NHRSA 676:4,I(h) and NHRSA 676:3,I.

**F.ARTICLE 3 SECTION 10.3 Pipe Size, Velocity and Type:**

F. 5. Acceptable pipe material shall be ~~Class III (2000D)~~ **Class IV reinforced concrete pipe (RCP) or High Density Polyethylene (HDPE) pipe.**

**ARTICLE 3 SECTION 10.6 CONSTRUCTION OBSERVATION:**

- A. The Applicant shall be responsible for obtaining all necessary reports and obtaining the necessary construction observations by the ~~Road Agent and/or~~ Town Consultant Engineer **(or by the Road Agent at the discretion of the Town Engineer)** for required improvements during construction. The necessary construction observations and reports are as follows:
1. The center fifty (50) feet of each street right of way shall be cleared of all trees, stumps, brush, roots boulders and like material.
  2. Within the roadbed, a width of no less than forty four (44) feet, centered in the right of way, shall be cleared of all loam and other unsuitable material.
  3. **The required stone stabilized construction entrance(s) shall be installed prior to any tree clearing or earthwork.**
  4. **Observation: At this stage of construction, and prior to performing any tree clearing or earthwork, the stone stabilized construction entrance(s) shall be observed by ~~the Road Agent and/or~~ the Towns Consulting Engineer.**
  5. **After the clearing limits are established and the trees are cut and removed all silt fencing and/or other erosion barriers and controls shall be installed.**
  6. **Observation: At this stage of construction, and prior to performing any stumping and grubbing, the required erosion control measures shall be observed by ~~the Road Agent and/or~~ the Towns Consulting Engineer.**
  7. **Within the established clearing limits, the stumps, brush, roots boulders and loam and other organic/unsuitable material shall be stripped ~~and either buried~~, trucked from the site or stockpiled and stabilized.**
  8. **Observation: At this stage of construction, and prior to performing any cuts and fills, the roadbed shall be observed by ~~the Road Agent and/or~~ the Towns Consulting Engineer.**
  9. **Observation: The cutting and filling operations, to bring the roadway to subgrade, shall be observed by ~~the Road Agent and/or~~ the Towns Consulting Engineer. At the Road Agent and Consulting Engineer's discretion, compaction testing of the fill areas may be required.**
  10. Upon completion of rough subgrade and prior to the placement of any gravel sub-base, all underground utilities shall be installed.
  11. **Observation: Installation of all drainage piping and structures, associated swales, ditches, other drainage improvements, and any other underground utilities located within the right of way shall be observed by ~~the Road Agent and~~ the Towns Consulting Engineer.**

12. Roadway Subgrade – Upon completion of all underground utilities, the road subgrade shall be shaped and compacted. Subgrade shall include shaping of the ditch line, cut slopes and fill slopes.
13. **Observation:** Upon completion of the subgrade preparation, and prior to the placement of any gravel, subgrade shall be observed **and the cross slope checked** by ~~the Road Agent~~ **and** the Towns Consulting Engineer.
14. Sieve analysis reports of the gravel and crushed gravel to be used as sub-base, in compliance with New Hampshire Department of Transportation and Town requirements, shall be provided for review and approval prior to placement.
15. Compaction test results shall be submitted to the ~~Road Agent or~~ Town's Consulting Engineer, indicating the gravel and crushed gravel was compacted in compliance with New Hampshire Department of Transportation requirements shall be provided.
16. The road shall have a base of a minimum of twelve (12) inches of gravel. The width of gravel shall meet the requirements shown on the Typical Local Street Section contained at the end of these regulations.
17. **Observation:** Upon completion of the gravel placement, and prior to the placement of any crushed gravel, the gravel course shall be observed **and the cross slope checked** by ~~the Road Agent and~~ the Towns Consulting Engineer.
18. The road shall have a sub-base of a minimum of six (6) inches of crushed gravel. The width of crushed gravel shall meet the requirements shown on the Typical Local Street Section contained at the end of these regulations.
19. **Observation:** Upon completion of the crushed gravel placement, and prior to the placement of any bituminous pavement, the crushed gravel course shall be observed **and the cross slope checked** by ~~the Road Agent and~~ the Towns Consulting Engineer. All road shoulders, ditches, fill slopes and cut slopes shall be constructed prior to the placement of any bituminous pavement.
20. Streets and cul-de-sacs shall be paved as indicated in the table in Section 10.02-T of these regulations. All bituminous pavement shall be rolled and compacted using a minimum eight (8) ton static roller. The minimum ground temperature for placement of base course pavement is forty (40) degrees Fahrenheit. The minimum base pavement temperature for placement of the wearing course of pavement is fifty (50) degrees Fahrenheit. If more than one construction seasons passes between the placement of the base course pavement and the wearing course pavement, a bituminous tack coat, at the rate of 0.25 gals/SY, shall be applied to the base course pavement prior to the placement of the wearing course of pavement.
  - A. The **wearing course pavement** shall be completed no later than three (3) years after the application of the **binder course pavement**.
21. The Road Agent and the Town's Consulting Engineer shall observe the placement of all bituminous pavement.

22. Upon completion of the base course of pavement, all street signs, stop signs and any other signs required per the approved plans shall be constructed. All signs shall meet the requirements of the current Manual on Uniform Traffic Control Devices (MUTCD).
23. Remaining work list - The Road Agent and the Town's Consulting Engineer shall perform a site visit to generate a list of work items that have not been completed. The Town's Consulting Engineer shall provide a letter summarizing the list of remaining work items, including any applicable recommendations regarding the completion of those items.

### **ARTICLE 3 SECTION 10.06 B**

#### **Construction Observation Service Fee and Costs:**

2. Escrow shall be determined by the Town of Fremont, but shall normally be calculated at the rate of four (\$4) dollars per lineal foot of roadway to be constructed. The Town of Fremont, to cover administrative costs, shall retain ten percent (10%) of final construction observation costs. The Town of Fremont may contract with consultants for construction observation services. The Applicant shall be responsible for all costs of all construction observations and associated work. See the most recent edition of the Fremont Development Agreement for additional details and requirements.
- G. **Residential Subdivision Improvements Prior to Building Permit** – prior to the issuance of a residential building permit the Road Agent and the Town's Consulting Engineer shall visit the site and determine that the following work items have been completed:
- a) **Roadway** – The roadway must be complete to binder.
  - b) **Underground Utilities** – All underground utility systems, designed and approved within the roadway, must be completed. No trenching across the roadway will be permitted after building permits have been issued.
  - c) **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as recommended by the Road Agent and/or the Town's Consulting Engineer.
- H. **Residential Subdivision Improvements Prior to Certificate of Occupancy** – In addition to the Building Code Requirements, the project improvements, conditions, and commitments from the developer shall be in effect prior to the issuance of Certificates of Occupancy.
- a) **Pavement** – The base course of pavement shall be completed.
  - b) **Drainage** – The site drainage systems shall be constructed and functioning as designed.
  - c) **Underground Utilities** – All applicable ~~underground utilities, to include water, sewer, and gas, must be installed and functioning and approved, in writing, by the utility provider. Additionally, all required electric/phone/cable utilities must be installed and functional.~~
  - d) **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as recommended by the Town's Consulting Engineer.
  - e) **Curbing** – It is the intent of the Town to have the development roadway constructed with permanent curbing (where required) and base course prior to the winter maintenance

system. The required length of curbing to be constructed shall be the distance of the affected development road requiring curbing (including both sides of the road) to the furthest lot for which a Certificate of Occupancy is requested. Prior to the issuance of any Certificates of Occupancy, the Developer shall construct the permanent curbing (where required).

**NOTE: No gaps in curbing, except for drives shall be permitted.**

- f) **Turn-Arounds** - The developer must provide a paved temporary turn-around for snowplows ~~trucks~~. The turn-around design and location must be approved by the Road Agent and the Town's Consulting Engineer.
- g) **Right-of-Way** - The right-of-way of the affected development roadway shall be clear of construction materials, debris, contractor's equipment, and storage trailers. Catch basin grates and public or private utility frames/grates shall be constructed so as not to extend above the base course pavement. The required regulatory and warning signs (street names, stop signs, etc.) shall be constructed by the developer.
- h) **Sidewalks** - The sidewalks (if applicable) must be completed, including the necessary curbing, gravels, binder pavement, and wearing course pavement (or concrete) to finish grade.
- i) **Surety** - An acceptable form of surety must be provided, reviewed and approved for the value of all remaining work for the project or affected phase. The value of the surety will be determined by the Town's Consulting Engineer and approved by the Planning Board.
- j) **Fire Protection** - The approved fire protection (private/municipal hydrants or underground cisterns) must be operational and approved by the Fire Department ~~and/or Water Precinct, as applicable.~~

#### **ARTICLE 4, SECTION 4. DEVELOPMENT AGREEMENT REQUIREMENTS:**

- A. The Applicant and the Town shall enter into the required Development Agreement prior to the commencement of construction. The agreement shall be generated by the Town's Legal Council and all costs associated with creating the agreement shall be borne by the applicant. The agreement shall include the following criteria:
  - Additional requirements of the regulations and agreements between the Applicant and the Planning Board
  - Criteria for the required preconstruction meeting
  - Construction monitoring escrow
  - Required surety amount and acceptable forms of surety
  - Surety reduction procedures
  - Key construction monitoring points
  - Improvement to be completed prior to the issuance of building permits
  - Requirements to be completed prior to the issuance of occupancy permits
  - Procedures regarding the granting of the easements and deeds to the Town
- B. The applicant shall contact the Planning Department, in writing, to request the completion of the agreement.
- C. The completed agreement shall be reviewed by the Town, Town Counsel, Applicant, and Town's Consulting Engineer prior to acceptance and execution.
- D. A copy of a sample agreement may be requested of the Planning Department.

**ARTICLE 4, SECTION 6. PRECONSTRUCTION MEETING REQUIREMENTS:**

- A. The Planning Department shall schedule a preconstruction meeting. The following shall attend:
  - 1. Applicant/Owner
  - 2. Design Engineer
  - 3. Contractor
  - 4. Applicable Town Department Heads
  - 5. Town's Consulting Engineer
  
- B. Prior to scheduling the preconstruction meeting the applicant shall provide to the Planning Department:
  - 1. The required copies of approved plans
  - 2. The site plan compliance monitoring escrow
  - 3. Acceptable form of surety
  - 4. Estimated construction schedule, completed by the Applicant's Contractor
  - 5. Stamped shop drawings for applicable structures (fire cisterns, box culverts, retaining walls, etc.)

There was a conversation relative to whether the Road Agent agrees with the change in the amount of involvement he would have in the road construction inspections in Article 3 Sections 6 A & B and going from inspections by the Road Agent and Town Engineer to just the Town Engineer (**or by the Road Agent at the discretion of the Town Engineer**).

The Board agreed that before making a decision on this amendment they would need the Road Agent to review the section and advise them as to how he feels about this change.

**SITE PLAN REVIEW REGULATIONS PROPOSED AMENDMENTS**

**ADD TEXT IN RED**

**CURRENT TEXT IN YELLOW**

**Chapter 1.8.2 SITE PLAN COMPLIANCE MONITORING**

The Planning Board shall require that the construction of industrial, commercial and residential site plans to be monitored by the Town's Consulting Engineer.

- A. **Construction Monitoring Fees** – The Planning Board shall require that the applicant of any site or subdivision plan, approved by the Board, provide funds for construction monitoring; all professional fees and expenses associated with the work shall be borne by the applicant. Such monitoring may include construction on the site, according to the approved plan, the construction of any off-site improvement approved as part of the plan and review of revised plans, as-built plans, and applicable field changes. Such monitoring may include the construction of buildings, utilities, roads, and/or any other construction that in the opinion of the Planning Board requires monitoring for compliance with the approved plan and Town regulations. The construction monitoring shall be provided by a consultant(s) hired by the Town after funds have been made available by the applicant. Any judgment as to the adequacy of such construction shall be made by the Town.
  
- B. **Site Plan Compliance Monitoring Account** - A separate escrow account must be established with the Town's Administration Department for monitoring of construction work

in progress, for compliance with the approved plan and related work. If at any point during the construction process the escrow is depleted all monitoring will cease until additional escrow is provided.

**1.15.L. Drives and parking areas must be constructed to the following minimum specifications:**

1. Loam and/or yielding material must be removed to a depth of no less than fourteen (14) inches below finished grade.
2. Bank run gravel sub-base of six (6) inches must be applied or compacted, followed by a six (6) inch base of crushed gravel, then compacted and rolled true to grade lines with a roller weighing not less than twelve (12) tons.
3. A two (2) inch binder course and a one (1) inch wearing surface of bituminous concrete pavement must be installed with a self-propelled mechanical spreader and rolled by a tandem roller with not less than two-hundred eighty-five (285) pounds per inch of wheel width.
4. The minimum grade for parking areas shall be one half of one percent (.5%); the maximum grade shall be five percent (5%).

**1.15.L.**

Drives and parking lots shall be constructed with the following, minimum cross-section:

- Twelve (12) inches of NHDOT 304.2 bank run gravel or 304.5 crushed stone, coarse
- Six (6) inches of NHDOT 304.3 crushed gravel or 304.4 crushed stone, fine
- Two (2) inches of NHDOT 3/4" aggregate pavement (binder course)
- One (1) inch of NHDOT 3/8" aggregate pavement (wearing course)

Prior to placing select gravels, the Town's consulting Engineer shall witness a proof rolling of the graded, compacted subgrade. If any areas show signs of weaving, pumping, or ribbing, the material shall be removed and replaced with stable fill material.

Prior to importing the select gravels an ASTM approved washed sieve must be completed to verify that each gravel meets the specified gradation requirements on the approved plans.

All granular fill placed, to achieve the approved subgrade elevation, bankrun gravel and crushed gravel lifts shall be compacted to at least 95% of the modified proctor.

**1.15.M.**

Sufficient areas shall be provided for easy access into and out of the parking spaces. The following standards shall be used in determining aisle widths:

**1.**

Angle of Parking Space	Aisle Width Required
90	22 feet
60 or less	18 feet
45 or less	12 feet

The final design of the parking lot shall be subject to approval of the Planning Board, which may require other standards as circumstances warrant.

**1.15.M.**

Sufficient areas shall be provided for easy access into and out of the parking spaces.

- **All parking lot designs must consider the current ADA regulations, as required by the State of NH.**
- **The applicant must demonstrate that appropriate space has been provided has been for anticipated delivery needs.**

The following parking lot design standards shall be used:

The designs of smaller, separated parking lots are encouraged, rather than large contiguous parking lots. Additionally, during design review, the Board may request that some or all of the parking be designed to the rear of the site, so the building and other improvements assist in providing a permanent visual screen for the parking area.

All parking areas within ten (10) feet of any property line may, at the discretion of the Planning Board, be required to have a curb or tire bumper no less than four (4) feet from the lot lines for property protection.

Any fixture used to illuminate any parking area shall be so arranged as to direct the light away from the street and away from adjoining premises used for residential purposes.

Light poles should be incorporated within planting areas or landscape islands to avoid damage from vehicles and plows.

Parking areas shall be so designed that backing or maneuvering can be safely and adequately accomplished on the premises. If requested, a plan showing the movements of applicable vehicles must be provided for review and approval. A buffer of at least 18" must be provided between all curb lines, buildings, and parking spaces and the overhang of the subject vehicle.

All spaces that are adjacent to buildings, guard rail, or other structures, shall have wheel stops installed to avoid impact to the structures.

All spaces perpendicular or diagonal to sidewalks shall have wheel stops installed to limit vehicular encroachment into the sidewalk and provide a minimum three foot wide travel way. Other options may include a wider sidewalk, or a grass strip between the stop/curbing and the sidewalk.

Individual Parking Spaces:

- a. Grocery markets, building supply stores or warehouses and any other commercial application where it can be demonstrated to the board that the use of carts or carriages to move goods to parked vehicles:

Dimensions shall be 10' wide by 22' long

- b. Professional park/office building or similar use where it can be demonstrated to the board that the majority of the vehicles are employees and the cycling parking rate is low:

Dimensions shall be 9' wide by 18' long

- c. Retail or similar use where it can be demonstrated to the board that a high cycling parking rate is assumed:

Dimensions shall be 10' wide by 20' long

- d. Within a retail use, employee parking that is physically separated and properly signed as "employee parking only":

Dimensions shall be 9' wide by 18' long

- e. Residential site plans:

Dimensions shall be 10' wide by 20' long

Individual Parking Spaces:

Description	Width	Length
Grocery markets, building supply stores or warehouses and any other commercial application where it can be demonstrated to the board that the use of carts or carriages to move goods to parked vehicles:	10'	22'
Professional park/office building or similar use where it can be demonstrated to the board that the majority of the vehicles are employees and the cycling parking rate is low:	9'	18'
Retail or similar use where it can be demonstrated to the board that a high cycling parking rate is assumed:	10'	20'
Within a retail use, employee parking that is physically separated and properly signed as "employee parking only":	9'	18'
Residential site plans:	10'	20'

Parking Isle Widths:

- a. For all two-way travel applications, isle widths within parking lots shall be 24'.
- b. For all one-way travel applications, isle widths within parking lots shall be 18'.

Parking Isle Widths:

Description	Width
All two-way travel applications:	24'
All one-way travel applications:	18'

Parking lot Pavement Grades:

- a. Minimum slopes for all applications shall be 1% (on a case-by-case basis, designs may be approved using 0.5% dependent upon the recommendation of the Town's Consulting Engineer and approval by the Planning Board).
- b. Maximum slopes for the following applications shall apply:

2. On-Street parking (perpendicular, parallel, diagonal, etc) shall not exceed 6% in any direction.
3. Off-street parking lots, parking pods or clusters, etc. shall not exceed 4% slope in any direction.

#### **1.15.N**

##### **Parking Lot Landscaping / Screening**

Conversation; Mr. Coombs said he believes it is in the owners best interest to have his business look good so he does not know why this section is added. There was a conversation relative to whether this landscaping section is necessary. Mr. Karcz said he is alright with the section. Mr. Downing said he feels goals are necessary and they are things that can be waived. He feels that the Board is reasonable in its waivers.

- a. Front landscaping areas are intended to enhance the appearance of the use on the lot but not to screen the use from view. A front landscaped area shall be required. The required landscaped area shall be covered with grass or other ground cover and shall include trees and shrubs all of which shall be selected to withstand salt and other typical roadside pollution. At a minimum, one shade tree having a caliper of 2 inches and a height of 6 feet shall be planted for each 50 feet or fraction thereof of lot frontage.
- b. Where lot size and shape or existing structures make it feasible to comply with a front landscape area for landscaped parking area, the Planning Board may substitute planters, plant boxes for pots containing trees, shrubs and/or flowers to comply with the intent of this regulation.
- c. In all commercial and industrial zones, the required front yard, except for the driveway, shall be landscaped a minimum of 10 feet back from the front lot line. View from public streets of large parking lots should be screened with low 2 ½ foot to 4 foot evergreen shrubs, densely twigged deciduous shrubs, evergreen trees, mounds, berms, walls, or a combination thereof, provided that adequate sight distance is maintained.
- d. Buffer areas shall contain sufficient existing vegetation as approved by the Planning Board or be planted with evergreen type plantings of such height, spacing and arrangement as, in the judgment of the Planning Board, will effectively screen the activity on the lot from the neighboring residential area. At a minimum the planting shall consist of trees 6 feet in height planted at intervals of 10 feet on center. Non-evergreen plantings may be included to supplement evergreen planting, but not to take its place.
- e. An earthen berm, wall or fence of location, height, design, and material approved by the Planning Board may be proposed to be substituted for any portion of the required planting and/or buffer area requirements. All plants in the buffer area shall be permanently maintained by the owner\ occupants so as to maintain a dense screen year-round.
- f. A landscaped area shall be provided along the perimeter of any parking area except where the parking area is functionally integrated with adjoining parking areas on abutting lots. The landscaped area shall have a minimum dimension of 5 feet, shall be planted with grass or shrubs, and shall include at least one deciduous tree of not

less than 2 inch caliper, at least 6 feet in height for every 50 feet along the perimeter of the parking area.

- g. When the proposed use on a site presents the potential for obtrusive sound or noise pollution to adjoining lots, appropriate sound buffering shall be incorporated into the site design. The use of walls, berms, fencing, dense plantings, or a combination thereof may be required.
- h. Landscape areas shall be provided within parking areas to provide visual and climatic relief from broad expanses of pavement. In addition to the front landscaped area and buffer area requirements, parking areas shall comply with the following minimum standards.
- i. All uses providing 20 or more off-street parking spaces shall have at least 5% of landscaped open area within the paved portion of the parking area. This does not include perimeter planting.

## **1.22 SITE PLAN DEVELOPMENT AGREEMENT**

The Applicant is required to enter into and execute the most recent version of the Town of Fremont Site Plan Development Agreement with the Planning Board, prior to final approval of the plan and prior to the commencement of any construction activities.

## **1.24 SITE PLAN COMPLIANCE MONITORING**

- C.** The Planning Board shall require the site construction for residential and commercial site plans to be monitored by the Town's consulting Engineer.
- D.** The Applicant shall submit the required surety for review and approval and provide the estimated monitoring escrow.
- E.** The Planning Department shall schedule a preconstruction meeting. The following shall attend:
  - 1. Applicant/Owner
  - 2. Design Engineer
  - 3. Contractor
  - 4. Applicable Town Department Heads
  - 5. Town's Consulting Engineer

Prior to scheduling the preconstruction meeting the applicant shall provide to the Town:

- 1. The required copies of approved plans
  - 2. The site plan compliance monitoring escrow
  - 3. Acceptable form of surety
  - 4. Estimated construction schedule, completed by the Applicant's Contractor
  - 5. Stamped shop drawings for applicable structures (fire cisterns, box culverts, retaining walls, etc.)
- F.** The Town's Consulting Engineer shall monitor the following items (but not limited to), on a part-time basis:

1. Erosion control (construction entrance, silt fence, etc)
  2. Clearing and grubbing
  3. Cuts and fills
  4. Subgrade
  5. Drainage
  6. Gravels
  7. Pavement and pavement striping
  8. Guardrail
  9. Retaining walls
  10. Site lighting
  11. Landscaping
  12. Off-site improvements
  13. As-Built review
  14. Other (as applicable, per project)
- G.** Design Changes – Any proposed changes to the approved plans must be proposed to the Town prior to constructing the revised improvements. The Town staff must approve the proposed changes; however, if the proposed changes are deemed to be significant, by the Staff, the Applicant may be required to present the changes to the Planning Board for their approval. All changes, technical in nature shall be subject to review by the Town’s Consulting Engineer. Minor, technical changes may be approved in the field by the Town’s consulting engineer.
- H.** Building Permit issuance – Prior to the Town issuing building permit(s) for the project, the Town’s Consulting Engineer shall visit the subject site and provide a written recommendation to the Planning Board regarding the adequacy of the vehicular access to the building site for inspection and safety/emergency vehicles. The access road and/or travel way to the building site must be at gravel grade, compacted and graded. All underground utility crossings must be installed and no trenching / excavation may be conducted within the travel way and/or access through the site, blocking access for inspections and/or safety vehicles and personnel.
- I.** Surety reductions or release – See Subdivision Regulations
- J.** Certificate of Occupancy (CO) issuance – The Town’s Consulting Engineer shall issue a memo recommending the issuance of the CO(s) for the project. Prior to issuing the memo, all site work shall be completed. The only item that may be incomplete, due to winter weather constraints is the required landscaping. If the landscaping is not complete, the applicant must agree, in writing, to install the landscaping during the following spring growing season. Additionally, the written agreement must recognize that if the landscaping is not installed by the agreed date, the Town will use the project surety to have the landscaping installed by an independent contractor.

All costs relating to the site plan compliance monitoring by the Town’s Consulting Engineer shall be the responsibility of the Applicant/Developer and will be paid from escrow funds held by the Town.

After some consideration the Board agreed to not make a decision on the Site Plan Review Regulation amendments until the next meeting when they will have the Road Agents comments on the Subdivision Regulation amendments to consider. Amendments to both regulations will be considered at the same time.

Mr. Coombs made the motion to continue the portion of the public hearing that includes amendments to the Subdivision and Site Plan Review Regulations to 7:30 pm on November 6, 2013. Motion seconded by Mr. Downing with unanimous favorable vote.

#### DEVELOPMENT AGREEMENTS

The Members received and reviewed the draft of the Subdivision and Site Plan Review Development Agreements. (See file for agreement documents.)

After some review and discussion, Mr. Kohlhofer made the motion to accept and approve for the Board's use the Subdivision Development Agreement as presented. Motion seconded by Mr. Downing with unanimous favorable vote.

After some review and discussion, Mr. Kohlhofer made the motion to accept and approve for the Board's use the Site Plan Review Development Agreements as presented, but for Major Site Plans only. Motion seconded by Mr. Downing with unanimous favorable vote.

#### VISION CHAPTER OF THE MASTER PLAN

The Board reviewed the draft of the update of the Vision Chapter of the Master Plan.

After some discussion and careful consideration, Mr. Kohlhofer made the motion to accept and approve the amendment to the Vision Chapter of the Master Plan as presented. Motion seconded by Mr. Downing with unanimous favorable vote.  
(see file for full document)

Completed copies of the amended Vision Chapter of the Fremont Master Plan will be posted at the Fremont Post Office and Town Hall for a period of thirty (30) days.

At 8:20 pm Mr. Kohlhofer made the motion to close this portion of this Public Hearing. Motion seconded by Mr. Coombs with unanimous favorable vote.

#### BUILDING INSPECTOR

Mr. Meade submitted his end-of-month report for September which included permits for 1 addition, 1 duplex and 2 quadplexes, 1 deck, 2 sheds and 12 renovations. He also issued 28 trade permits.

Mr. Meade reported:

- Seacoast Farms: There have been complaints about trucks and advised about the policy for complaints. He recently went out to the site and found there was more processed material, but not much else had changed. Mr. Kelly said he has had his well samples done and they all came back fine. He will follow up with a copy of the samples.
- Ferwerda/Governor's Forest: The owner wants a shared driveway which is different than the approved plan and one of his homes is not in the area that it belongs according to the plan.  
Mr. Karcz said he needs to amend his plan if he wants to do something that is different from the plan.
- He received a letter from Katie Scholes requesting he and the Planning Board walk her property and advise her about permitted uses of the site. It was agreed that as the homeowner she should decide what she wants to use the property for and present a plan for the Board to review. It was suggested that the table of uses shown in the zoning ordinance be included any return correspondence for her information and convenience.

- Darlene Olson responded to his letter to her relative to the manufactured home on the PJP site. She advised that no one is living there and that the owner of the home is trying to sell it and have it move off the property.
- Discussed the definition of a Boarding House and whether there should be a regulation for boarding houses in a residential zone. It was agreed to add this as a discussion for the next round of amendments to the Site Plan Review regulations.
- In answer to a question from Mr. Downing, Mr. Meade said there has been no action on the Spaulding Road project except for the road.

#### P/Z EXPENDITURE

The Board reviewed the P/Z expenditure sheet from January 1 – October 14, 2013. Line item transfers were discussed since the mileage and office supplies lines were both overspent and there is still about 10 weeks left to the end of the year.

Mr. Coombs made the motion to request a line item transfer from line 4191700 of \$100 to 4191210 to cover the overage and expected added expenditure for mileage reimbursement and \$250 to 4191110 to cover added expenditure of office supplies.

Motion seconded by Mr. Kohlhofer with unanimous favorable vote.

INCOMING CORRESPONDENCE: There was no incoming correspondence.

Mr. Coombs made the motion to adjourn at 9:05 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Next regular meeting: November 6, 2013.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

#### ACTION ITEMS

From the October 2 meeting

Rowden:

- Submit a matching contract with RPC of \$3,600 total (with the Town responsible for \$1,800) that will complete amendments to the Energy and Growth Control chapters of the Master Plan. Completed.

Barham:

- Write up a procedure for a 5-year plan to satisfy the requirements of the CIP based on Mr. Cordes input.

Bolduc:

- Draft notice for the November 6 & 20, 2013 Public Hearings. Completed.

Planning Board Meeting Minutes - October 23, 2013  
 Approved November 6, 2013

**PROJECTS PENDING/COMPLETED WITH RPC**

- CIP Annual Process - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- Provide one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- Vision Chapter of MP - Funded with the 2012 Targeted Block Grant (TGB); completion date of June 30, 2012. Paid Towns share of **2,500** in November 2011. Completed.
- Energy Chapter of MP – Funded through the Energy Technical Assistance Program (ETAP) (no Town cost-share). Completion date of April 30, 2012. Pending as of this date.

Updated project timeline table below.

**RPC**

Projects Non-CTAP	Status	2009 30 June	2010 30 June	2010 22 Sept	2010 27 Oct	2012	2012 April 30	2012 June 30
CIP Process Submittal Materials (2010 TBG)	Pending		Contracted Completion Date					
1 final copy of updated MP, CIP elements (2010 TBG)	Pending		Contracted Completion Date					
MP Vision Chapter update	Completed							Contract Completion date
MP Energy Chapter	Pending						Completion date	